



Utah House of Representatives

Majority Caucus Legislative Assistant | 2025

STATE OF UTAH House Majority Legislative Assistant Roles and Responsibilities

Employer: Utah State Legislature –
House of Representatives, Majority Staff

Job Location: Utah State Capitol with
options for remote work

Job Type: Full-time

Start Date: Immediately

Compensation: \$27.00 per hour with
benefits

Job Description:

Legislative Assistants (LAs) provide administrative support to the Utah House of Representatives Majority Caucus, including representatives and other staff members. LAs will work closely with legislators and staff, schedule and coordinate meetings and appointments, and assist with constituent communication. LAs receive calls/messages, respond to requests for information, draft correspondence and reports, direct constituents to the appropriate individual or agency, and prepare official correspondence and/or other written material. LAs also assist representatives with miscellaneous research, clerical support, and other duties as assigned.

Example of Duties:

- Schedules and/or coordinates appointments, meetings, facilities, meals, equipment, etc. and follow up as needed.
- Provides clerical and/or administrative support and assistance.
- Writes or drafts correspondence, reports, documents and/or other written materials.
- Reviews incoming correspondence (email and letters) and drafts replies.
- Assists with research on various topics; assists with analyzing and summarizing results.
- Coordinates activities of projects/programs for representatives and staff, as requested.
- Receives calls, greets visitors, takes and relays messages, and responds to requests for information.
- Performs other related duties as directed by the Chief of Staff or supervising staff member.

Ideal Candidate:

- Holds a bachelor's degree in public administration, public policy, communications, political science, or a related field
- Has strong organizational, research, writing, communications, and interpersonal skills
- Can work independently on multiple tasks

Application Instructions: Submit a cover letter, resume, and two references by email no later than 5:00 p.m. on Friday, March 28, to housecomms@le.utah.gov with the subject line "LA, [your name]." Incomplete applications will not be considered.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact us at housecomms@le.utah.gov.